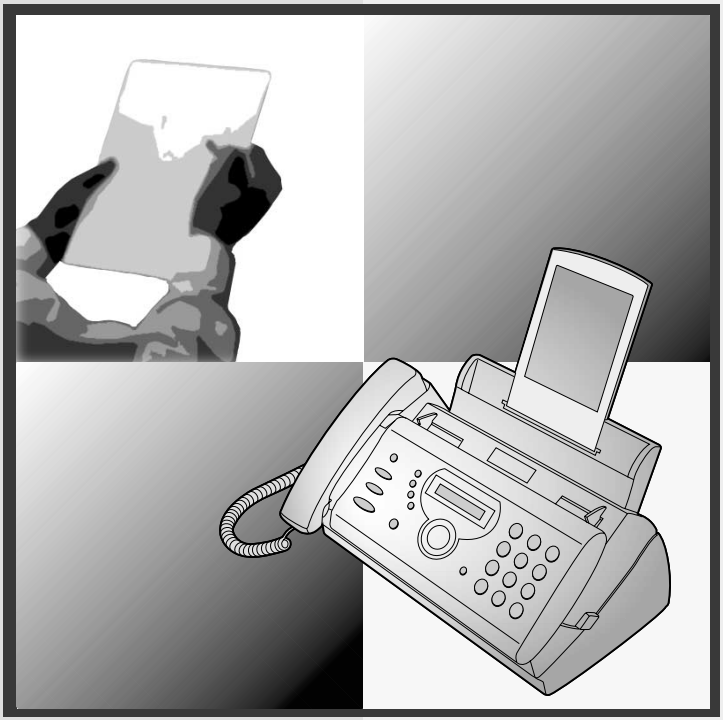
MODEL

FO-A660



FACSIMILE

OPERATION MANUAL

1. Installation
2. Using the Answering Machine
3. Sending Faxes
4. Receiving Faxes
5. Making Copies
6. Special Functions
7. Printing Lists
8. Maintenance
9. Troubleshooting

SHARP®

SHARP

WARRANTY

Facsimile Products

Congratulations on Your Purchase!

This Sharp product is warranted against manufacturing defects for a period of twelve (12) months from the date of original purchase.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However, to the extent permitted by such legislation, Sharp excludes any liability for any indirect or consequential damages arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use, Sharp limits its liability to the repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

For your reference, please enter the particulars of your purchase below and retain, with your purchase documentation.

Model No. _____

Serial No. _____

Date of Purchase _____

Place of Purchase _____

SPform046 (Dec2001)

FOR LOCATION ENQUIRIES WITHIN
AUSTRALIA
REGARDING YOUR LOCAL
SHARP APPROVED SERVICE CENTRE

CALL SHARP

LOCAL CALL: **1 300 135 022**
FACSIMILE: (02) 9672 1210
WEB: www.sharp.net.au

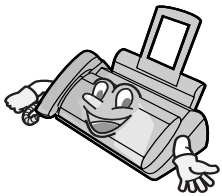
SHARP CORPORATION OF AUSTRALIA PTY. LIMITED
A.B.N. 40 003 039 405
1 Huntingwood Drive, Huntingwood NSW 2148

FOR THE SERVICING OF PRODUCTS
PURCHASED IN
NEW ZEALAND
CONTACT YOUR SELLING DEALER/RETAILER
OR FOR REFERRAL TO A
SERVICE CENTRE,
CALL SHARP CUSTOMER SERVICES
TELEPHONE: **09 573 0111**
FACSIMILE: 09 573 0113
WEB: www.sharpnz.co.nz

SHARP CORPORATION OF NEW ZEALAND LIMITED
59 Hugo Johnston Drive Penrose, Auckland

Important Notice: This warranty applies only to products sold in Australia & New Zealand

Introduction



Welcome, and thank you for choosing a Sharp fax machine! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	40 numbers
Imaging film	**Initial starter roll** (included with machine): 10 m (approx. 30 A4 pages) **Replacement roll** (not included): **FO-9CR** 60 m (one roll yields approx. 180 A4 pages)
Memory size*	448 KB (approx. 24 average pages with no voice messages recorded or 20 minutes of voice messages (including OGMs) with no documents in memory)
Modem speed	14,400 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	10 pages max. (A4 size, 80 g/m^2 paper)
Recording system	Thermal transfer recording
Halftone (grayscale)	64 levels
Compression scheme	MR, MH, MMR
Display	16-digit LCD display

*Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Applicable telephone line	Public switched telephone network
Paper tray capacity (60 - 80 g/m^2 paper)	Approx. 50 A4-size sheets (at room temperature; maximum stack height should not cover the line on the tray)
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 210 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	204 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M.
Copy function	Single / Multi (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	230 - 240 V AC, 50 Hz
Operating temperature	5 - 35°C
Humidity	25 - 85% RH
Power consumption	Standby: 2.8 W Maximum: 110 W
Dimensions (without attachments)	Width: 327 mm Depth: 193 mm Height: 163 mm
Weight (without attachments)	Approx. 2.8 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

This facsimile machine is designed for use in Australia and New Zealand only.

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230 - 240 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

WARNING NOTICE:
NO calls can be made to or from this fax machine during a mains power failure.

WARNING: Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACA and NZ TELECOM standard AS/NZS3548 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and the receiver.

- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

For Australia: The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine. The sum of all Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

IMPORTANT NOTICE FOR NEW ZEALAND USERS

Please note:
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom `111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers without area code in your auto-dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

All persons using this device for recording telephone conversations shall comply with New Zealand law. This requires that at least one party to the conversation is to be aware that it is being recorded. In addition , the Principles enumerated in the Privacy Act 1993 shall be complied with in respect to the nature of the personal information collected, the purpose for its collection, how it is used and what is disclosed to any other party.

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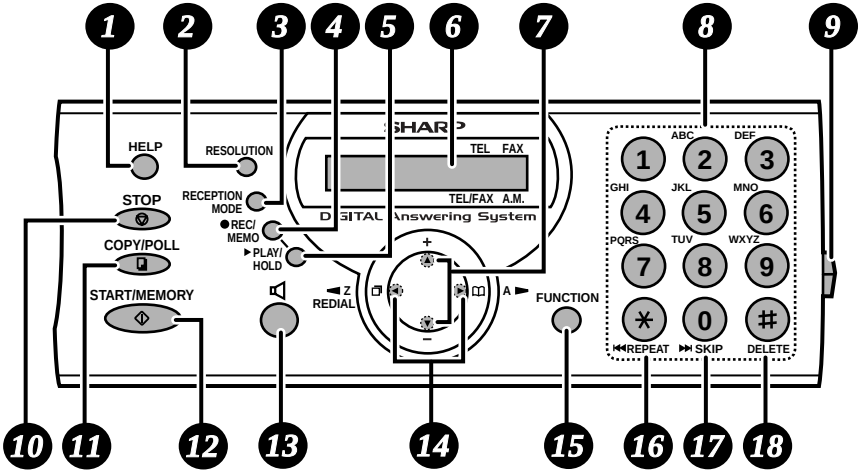
A Look at the Operation Panel



1 **Help**
Press this key to print out the Help List, a quick reference guide to the operation of the fax machine.

2 **RESOLUTION key**
Press this key to adjust the resolution for faxing or copying (page 48).

3 **RECEPTION MODE key**
Press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode; page 23).

4 **REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo (pages 27 and 31).

5 **PLAY/HOLD key**
Press this key to play recorded messages (page 30), or to place a call on hold (page 66).

6 **Display**
This displays messages and prompts to help you operate the machine.

7 **UP and DOWN arrow keys**
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting (page 71).
Volume setting: When a document is not in the feeder, press these keys to change the speaker volume when the key has been pressed, or the ringer volume at any other time (page 25).
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

8 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

9 **Panel release**
Press this release to open the operation panel.

10 **STOP key**
Press this key to cancel an operation before it is completed.

11 **COPY/POLL key**
Press this key to make a copy of a document (page 71). This key is also used after dialling to poll (request fax transmission from) another machine (page 80).

12 **START/MEMORY key**
Press this key after dialling to begin fax transmission (page 50). Press this key before dialling to send a fax through memory (page 59).

13 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document (page 50).

14 **Left and right arrow keys**
Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers (page 55), the “REVIEW CALLS” list (only available if you have Caller ID; page 74), and the last number dialled (redial; page 57).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.

15 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

16 **REPEAT key**
Press this key while listening to a message to play it again (page 30).

17 **SKIP key**
Press this key while listening to a message to skip to the next message (page 30).

18 **DELETE key**
Press this key to erase recorded messages (page 31).

Monitoring phone conversations

When speaking through the handset, you can press to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press the key again.)

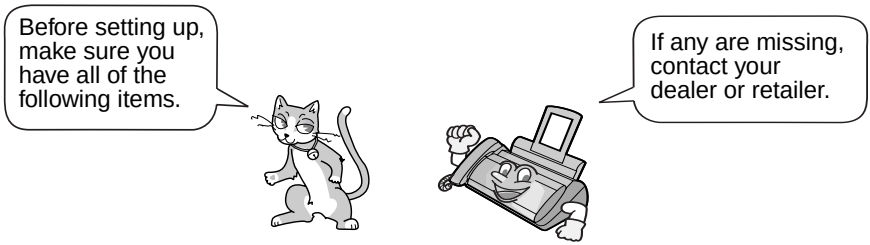
To adjust the volume of the speaker when monitoring a conversation, press or (the volume reverts to the lowest setting each time the handset is replaced).

Note that **the speaker cannot be used for speaking**; it is only for listening.

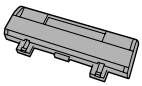
To avoid feedback (a loud howling sound), be sure to turn off the speaker (press once again) before you replace the handset.

1. Installation

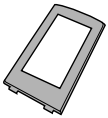
Unpacking Checklist



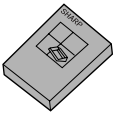
Paper tray



Paper tray extension



Operation manual

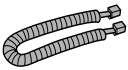


Gears (2)

Adapter (for Australia)

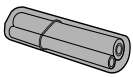
Handset

Handset cord

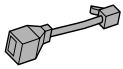


Telephone line cord

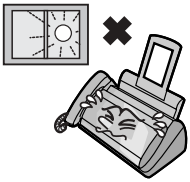
Imaging film (initial starter roll)



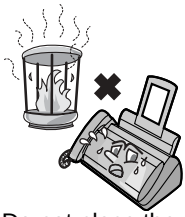
Adapter (for New Zealand)



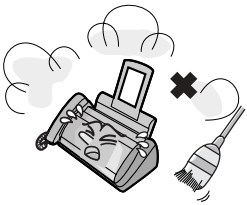
Points to keep in mind when setting up



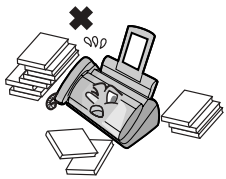
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

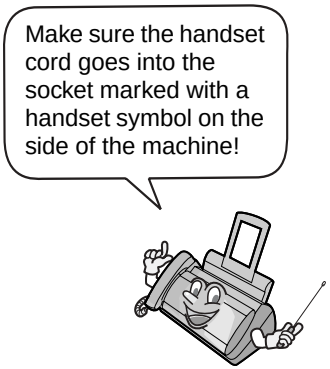
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

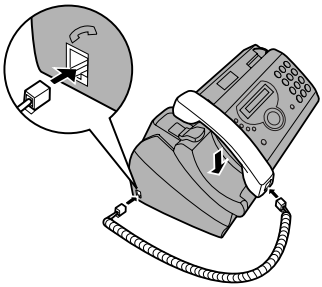
Connections

Connecting the handset

Connect the handset as shown and place it on the handset rest.

- The ends of the handset cord are identical, so they will go into either socket.



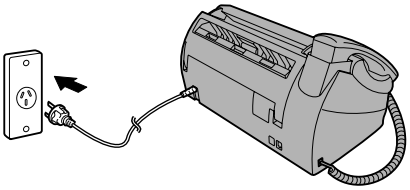


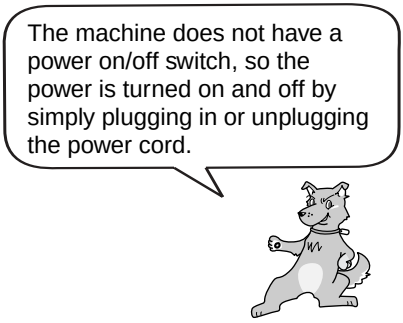
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

Plug the power cord into a 230 - 240 V, 50 Hz, earthed AC (3-prong) outlet.

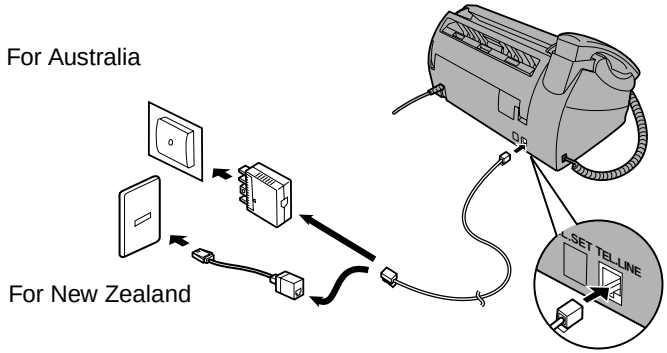
- When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.
- Caution: The power outlet must be installed near the equipment and must be easily accessible.




The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

Connecting the telephone line cord

Insert one end of the telephone line cord into the adapter. Insert the other end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Plug the adapter into the telephone socket on the wall.



Setting the dial mode:
The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▼ 3 times.**	DIAL MODE ▲▼
3	**Press ► once.**	1=TONE, 2=PULSE
4	**Select the dial mode:** **TONE: 1 PULSE: 2**	The display briefly shows your selection, then: PSEUDO RING ▲▼
5	**Press STOP to exit.**	

Note: For all units installed in New Zealand, select "1" for tone dialling. The pulse setting "2" will not operate correctly and must not be used.

Comments:

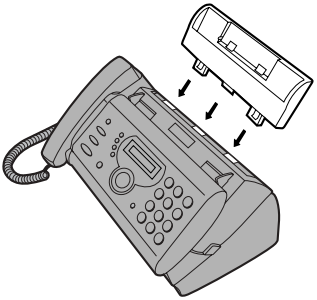
- The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- The fax machine is not compatible with digital telephone systems.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

Moving your fax and reconnecting

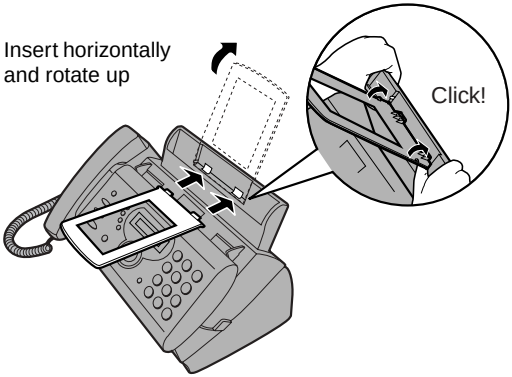
Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Attach the paper tray and paper tray extension

Attach the paper tray



Attach the paper tray extension

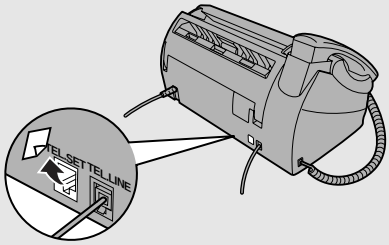


Note: The paper tray extension has a top side and a bottom side. If you cannot insert the tabs into the holes, turn the support over.

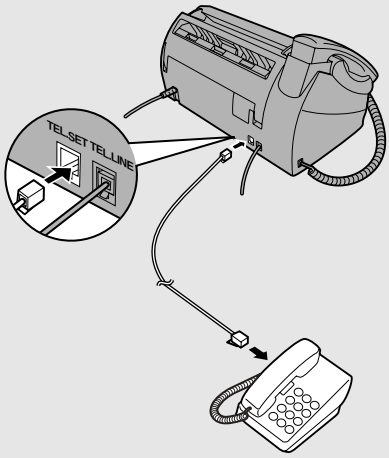
Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

1 **Remove the seal covering the TEL. SET socket.**



2 **Connect the extension phone line to the TEL. SET socket.**



Note: In New Zealand, not all standard telephones will respond to incoming ringing when connected to the extension socket of the equipment.

Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

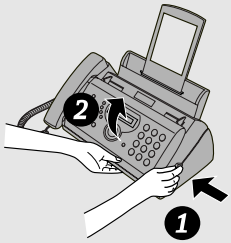
- The initial starter roll of imaging film included with the machine can print about 30 A4-size pages.
- When replacing the film, use a roll of SHARP **FO-9CR** imaging film. One roll can print about 180 A4-size pages.

Important!
If the wrong type of film is loaded, printing will not be possible.

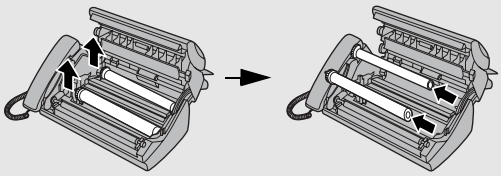
Near end of film detection:
At approximately 3 m from the end of the imaging film (approximately 10 pages can still be printed), "NEAR END OF FILM / REPLACE FILM" will appear in the display. This alerts you that you will soon need to replace the film. Correct operation of this function is only guaranteed when SHARP **FO-9CR** imaging film is used.

1 **Remove the paper from the paper tray and open the operation panel (press ❶).**

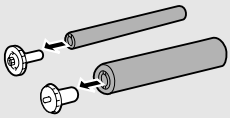
If you are loading the imaging film for the first time, go to Step 4.



2 **Remove the used film and empty spool.**

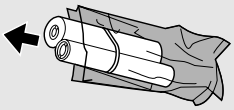


3 **Remove the two green gears from the spools.**
DO NOT DISCARD THE TWO GREEN GEARS!



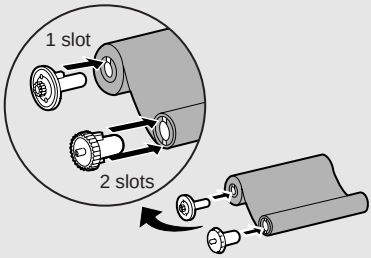
4 **Remove the new roll of imaging film from its packaging.**

- Cut the band that holds the rolls together.

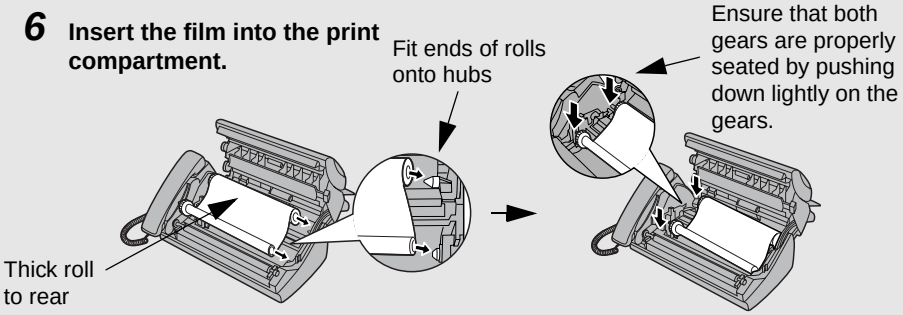


5 **Insert the green gears.**

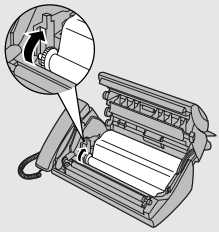
Make sure the gears fit into the slots in the ends of the rolls.



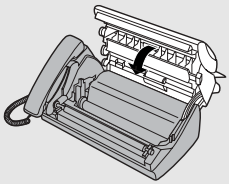
6 **Insert the film into the print compartment.**


Fit ends of rolls onto hubs
Ensure that both gears are properly seated by pushing down lightly on the gears.
Thick roll to rear

7 **Rotate the front gear as shown until the film is taut.**



8 **Close the operation panel (press down on both sides to make sure it clicks into place).**



Loading Printing Paper

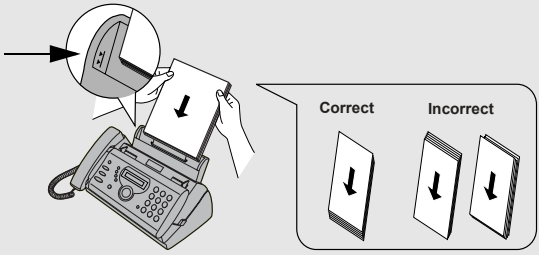
You can load up to 50 sheets of A4-size, 60 - 80 g/m^2 paper in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 **Fan the paper, and then tap the edge against a flat surface to even the stack.**

2 **Insert the stack of paper into the tray, *PRINT SIDE DOWN*.**

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- ***GENTLY LOAD THE PAPER IN THE PAPER TRAY.***
- ***DO NOT FORCE THE PAPER DOWN INTO THE FEED SLOT.***

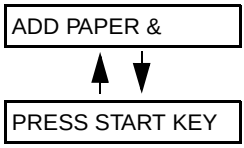
The stack should not cover this line.



Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press START/MEMORY .



Print contrast setting

Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT.

1 **Press FUNCTION once and ▲ once.** Display: OPTION SETTING ▲▼▶

2 **Press ► once and ▲ twice.** PRINT CONTRAST ▲▼▶

3 **Press ► once.** 1:NORMAL

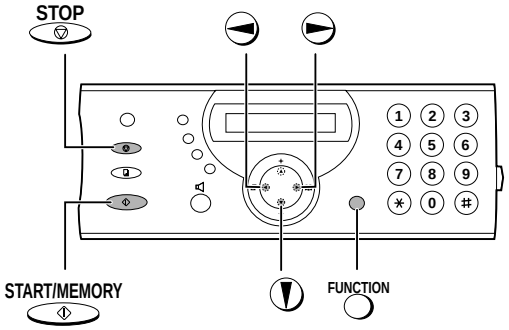
4 **Select the print contrast:**
NORMAL: 1 LIGHT: 2
The display briefly shows your selection, then: COPY CUT-OFF ▲▼▶

5 **Press STOP to return to the date and time display.**

Entering Your Name and Fax Number

Before you begin sending faxes, enter your name and fax (telephone) number as explained below and set the date and time as explained on page 21.

Once you enter this information, it will automatically appear at the top of each fax page you send.



1 **Press** FUNCTION **once and** ▼ **3 times.**

Display:

ENTRY MODE ▲▼

2 **Press** ► **once.**

OWN NUMBER SET ▲▼

3 **Press** ► **once.**

ENTER FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press (#). To enter a "+", press (*).
- To clear a mistake, press .

5 **Press START/MEMORY to enter the fax number in memory.**

6 **Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.**

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

♦ To enter two letters in succession that require the same key, press ► after entering the first letter.

♦ To clear a mistake, press .

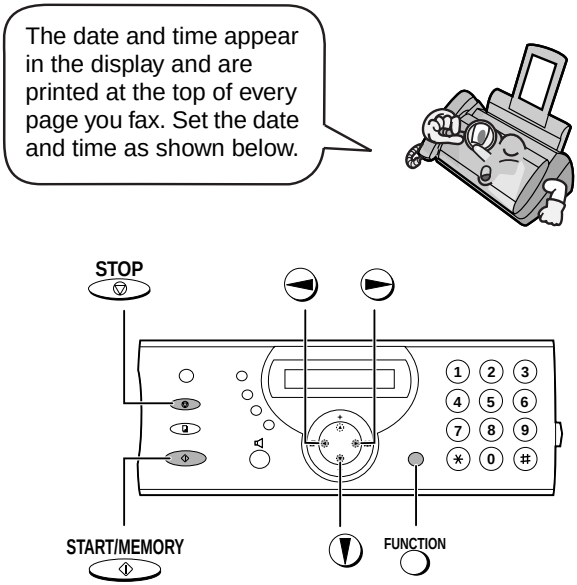
♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#) or (*) repeatedly:
. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START/MEMORY**

Display:
DATE&TIME SET ▲▼

8 **Press STOP to return to the date and time display.**

Setting the Date and Time


The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.
STOP
START/MEMORY
FUNCTION

1 **Press FUNCTION once and ▼ 3 times.** Display: ENTRY MODE ▲▼

2 **Press ► once and ▼ once.** DATE&TIME SET ▲▼

3 **Press ► once.** The currently set date appears (example): DATE 15-02-2003

4 **Enter a two-digit number for the day (“01” to “31”).**

Example: the 5th 0 5 → DATE 05-02-2003

- To correct a mistake, press ◄ to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).**

Example: January (0) (1) → DATE 05-01-2003

6 **Enter the year (four digits).**

The currently set time appears (example):

Example: 2003 (2) (0) (0) (3) → TIME 12:19

7 **Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).**

Example: 9:25 (0) (9) (2) (5) → 05-JAN 09:25

8 **Press** START/MEMORY **to start the clock.** → ANTI JUNK #

9 **Press** STOP **to return to the date and time display.**

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

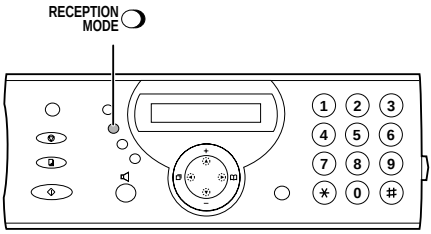
TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

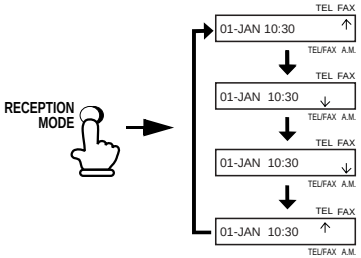
TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

A.M. mode:
Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

Press RECEPTION MODE until the arrow in the display points to the desired mode.

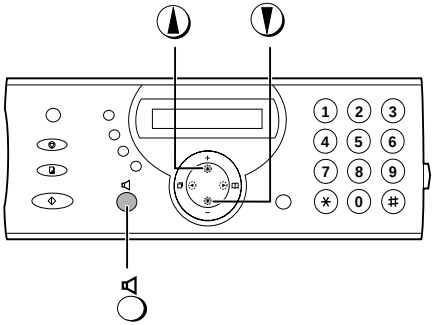




For more information on receiving faxes in FAX and TEL modes, see Chapter 4, *Receiving Faxes*. For more information on using A.M. mode, see Chapter 2, *Using the Answering Machine*.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the up and down arrow keys.



Speaker

1 **Press** .

2 **Press** **or** **until the display shows the desired volume level.**

- Press again to turn off the speaker.

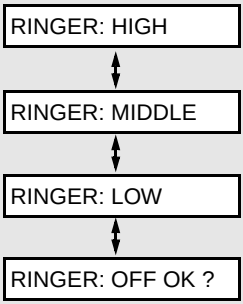
Ringer

1 **Press ◄ or ►.**

(Make sure ☼ has not been pressed and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level, then the date and time will reappear in the display.

Display:



2 **If you selected RINGER: OFF OK ?,**

press START/MEMORY.

Note: When the reception mode is set to TEL, the ringer will still ring at LOW if turned off.

2. Using the Answering Machine

The built-in answering machine allows you to receive both voice messages and faxes while you are out.

To use the answering machine, you will first need to record an outgoing message. When you go out, turn on the answering machine by setting the reception mode to A.M.

Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

Example:
"Hello. You've reached _____ . No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

1 **Press ●REC/MEMO once and ▼ once.**

Display:

OGM1(GENERAL) ▲▼▶

2 **Press ► once.**

- (If you have already recorded a message, you can press ▶PLAY/HOLD to listen to the message.)

LIFT HANDSET OR

▲ ▼

PLAY: PLAYBACK

3 **Lift the handset.**

4 **Press START/MEMORY and speak into the handset to record a message.**

- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.

5 **When finished, replace the handset or press STOP .**

To listen to the outgoing message

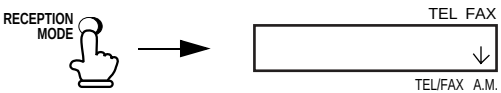
To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press ▸PLAY/HOLD . Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Note: If an extension phone is connected to the machine, an outgoing message cannot be recorded, played, or deleted while the extension phone is being used.

Operating the Answering Machine

Activating the answering machine

To turn on the answering machine so that callers can leave messages, press RECEPTION MODE until the arrow in the display points to A.M.



♦ The outgoing message will play (you can stop playback by pressing STOP).

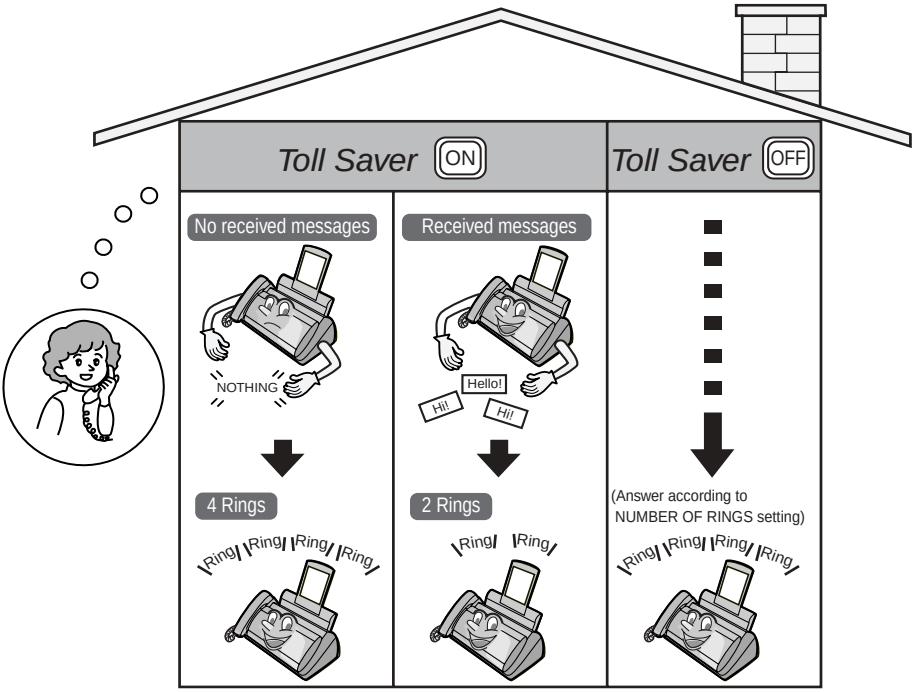
♦ It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

Note: In A.M. mode, the machine will automatically switch to fax reception if it detects six seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in A.M. mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in A.M. mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

♦ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 39.

To adjust the NUMBER OF RINGS setting, see page 63.

Listening to received messages

When you return, the display will show the number of messages recorded. Follow the steps below to listen to your messages.

1 **Press ▸PLAY/HOLD❍ .**

- If you only want to listen to new messages (messages not previously listened to), continue to hold ▸PLAY/HOLD❍ down for at least two seconds.

2 **The messages will play.**

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- **Repeat:** To listen to a message a second time, press ✳ ⏮REPEAT before playback of that message ends. To move back to the previous message, press ✳ ⏮REPEAT within 3 seconds of the beginning of the current message.
- **Skip:** To skip forward to the next message, press 0 ⏭SKIP.

Note: Playback will stop if you receive a call, lift the handset, or press STOP ▽.

♦ You can print out a list of your received messages that shows the date and time that each was received. See page 81.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- **Erasing all messages:** To erase all messages, press FUNCTION, #/DELETE, and then START/MEMORY.
- **Erasing a single message:** To erase a single message, press #/DELETE while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when the ▸PLAY/HOLD key is pressed.

1 **Press ●REC/MEMO once and ► once.**

2 **Pick up the handset, press START/MEMORY, and speak into the handset.**

3 **When you have finished speaking, replace the handset or press STOP.**

Recording phone conversations (2-way recording)

To record a phone conversation, hold down the ●REC/MEMO key during the conversation you wish to record. When you are finished, release the key. The conversation will be played back when the ▸PLAY/HOLD key is pressed.

Optional Answering Machine Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 **Press FUNCTION once and ▼ once.**

Display:

A.M. SETTING ▲▼

2 **Press ► once and ▼ once.**

RECORDING TIME ▲▼

3 **Press ►.**

4 **Press a number from 1 to 4 to select the desired ICM recording time.**

1 15 seconds
2 30 seconds
3 60 seconds
4 4 minutes

The display briefly shows your selection, then:

REMOTE CODE ▲▼

5 **Press STOP to return to the date and time display.**

FAX mode on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- YES (switch to FAX mode): The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 39).

♦ NO (do not switch to FAX mode): The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 39).

The initial setting is NO . If you want to change the setting to YES, press the panel keys as follows:

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once and ▲ twice.**	ON A.M. FAILURE ▲▼
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to select YES (switch to FAX mode), or 2 to select NO.**	The display briefly shows your selection, then: OGM ONLY MODE ▲▼
5	**Press STOP to return to the date and time display.**	

OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialling.)

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once and ▲ once.**	OGM ONLY MODE ▲▼

3 **Press ►.**

1=YES, 2=NO

4 **Press 1 to turn on OGM only mode,**
or 2 to turn it off.

The display briefly shows your selection, then:

TOLL SAVER ▲▼

5 **Press STOP to return to the date and time display.**

Transfer Function

The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).

1 **Press FUNCTION once and ▼ once.**

Display:

A.M. SETTING ▲▼

2 **Press ► once and ▼ 4 times.**

TRANSFER TEL # ▲▼

3 **Press ►.**

ENTER TEL #

4 **Press the number keys to enter the transfer number.**

- To insert a pause between any two digits of the number, press FUNCTION.

5 **Press START/MEMORY.**

6 **Press STOP to return to the date and time display.**

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

1 **Press REC/MEMO once and twice.**

Display:

OGM2(TRANSFER)

2 **Press once.**

- (If you have already recorded a message, you can press PLAY/HOLD to listen to the message, or press # DELETE to delete the message.)

3 **Lift the handset.**

4 **Press START/MEMORY and speak into the handset to record the message.**

- The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.

5 **When finished, replace the handset or press STOP.**

Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press PLAY/HOLD to check the message, or # DELETE to erase the message.

Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once and ▲ 3 times.**	TRANSFER FUNC ▲▼
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on the Transfer function.** **(Press 2 to turn the function off.)**	The display briefly shows your selection, then: ON A.M. FAILURE ▲▼

5 **Press STOP to return to the date and time display.**

6 **Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter (#), your remote code number (see page 39), and (#). The machine will play back your messages.**

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 39).

Note: When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter (*) twice before hanging up (if you want to hang up during message playback, first enter (0) and (#) to stop playback, then enter (*) twice).

Override Ringing

This function allows selected callers using a touch-tone telephone to override the answering machine's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering machine, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, press the panel keys as shown below.

Important! Make sure the override code is different from the remote code used for remote operations.

1 **Press FUNCTION once and (▼) once.**

Display:

2 **Press ► once and ▼ 3 times.**

OVERRIDE CODE ▲▼

3 **Press ►.**

4 **Press the number keys to enter a 3-digit override code.**

5 **Press START/MEMORY to store the override code, and then STOP to return to the date and time display.**

Overriding the answering machine

Your callers should follow the steps below to override the answering machine.

1 **The caller calls your machine from a tone dial telephone. When the outgoing message begins, they should press the # key on their telephone.**

- The caller will hear a short beep, and the outgoing message will stop.

2 **The caller should enter the override code and # by pressing the appropriate keys on their telephone.**

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 10 seconds or the line will be disconnected.

3 **Your machine will make a special ringing sound. Pick up the handset to answer the call.**

- If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

Remote Operations

When you are out, you can call the machine from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:

1 **Press FUNCTION once and ▼ once.**

Display:

A.M. SETTING ▲▼

2 **Press ► once and ▼ twice.**

REMOTE CODE ▲▼

3 **Press ►.**

4 **Press the number keys to enter a 3-digit remote code number.**

5 **Press START/MEMORY to store the remote number, and then STOP to return to the date and time display.**

Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 63).

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once.**	TOLL SAVER ▲▼
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the Toll Saver function, or 2 to turn it off.**	The display briefly shows your selection, then: RECORDING TIME ▲▼

5 **Press STOP to return to the date and time display.**

Retrieving your messages

1 **Call the machine from a tone dial telephone. When your outgoing message begins, press # on the telephone.**

- You will hear a short beep, and the outgoing message will stop.

2 **Enter your remote code number and then press (#).**

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.

3 **While the messages are playing, you can do any of the following:**

- **Repeat:** To listen to a message a second time, press (2) and (#) on the telephone before that message ends. To move back to the previous message, press (2) and (#) during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press (5) and (#) on the telephone.
- **Stop:** To stop playback, press (0) and (#) on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.
- **Play new messages:** To listen to only your new messages, first stop playback by pressing (0) and (#), and then press (6) and (#).
- **Erase a message:** To erase the message you are currently listening to, press (3) and (#) before it ends.

4 **When you have finished listening to your messages, you can do any of the following:**

- **Erase all messages:** Press (3), (3), and (#).
- **Repeat playback:** Press (7) and (#).
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press (*) twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press (*) twice).

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press (#) immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

- ♦ When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- ♦ When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- ♦ If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing (0) and (#), and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

- **A.M. mode:** (8), (1), and (#).
- **FAX mode:** (8), (2), and (#).
- **TEL mode:** (8), (3), and (#).
  Caution: If you select TEL mode, you will not be able to change the reception mode again.
- **TEL/FAX mode:** (8), (4), and (#).

Recording a new outgoing message

1 **Press (4) and (*) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone.

To turn Transfer off: Press (9), (2), and (#) on the telephone.

Changing the transfer telephone number

1 **Press (9), (0), and (#) on the telephone.**

2 **After you hear a short beep, enter the new telephone number. When finished, press (#).**

- To insert a pause between any two digits of the number, press (*).

Recording a new transfer message

1 **Press (9), (3), and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

1 **Press (*) and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the memo.**

3 **When you are finished, press (0) and (#) on the telephone.**

- If the machine detects silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode: Press (1), (1), and (#) on the telephone.
(Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

To turn off OGM only mode: Press (1), (2), and (#) on the telephone.

3. Sending Faxes

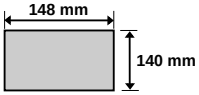
Transmittable Documents

Size and weight

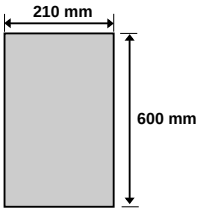
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size

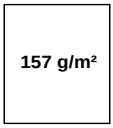


Maximum size



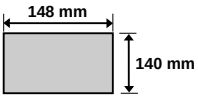
Minimum weight

Maximum weight

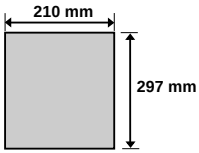


Loading up to 10 pages at once:

Minimum size

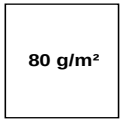


Maximum size

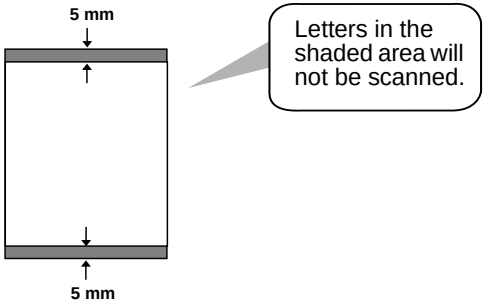


Minimum weight

Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

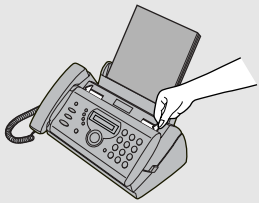
- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

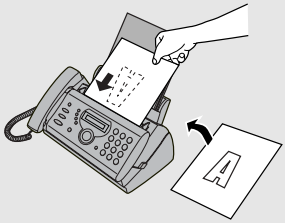
- ♦ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

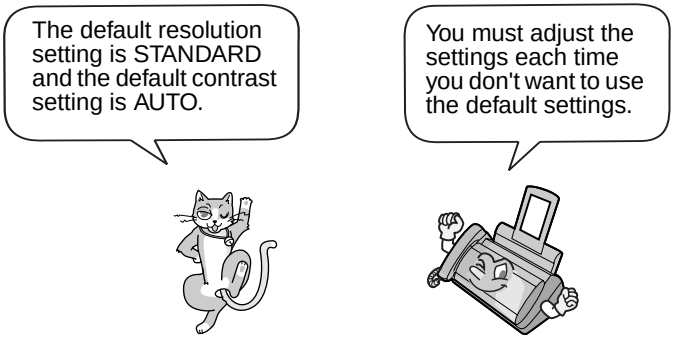
- READY TO SEND will appear in the display.



3 **Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 50.**

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.


The default resolution setting is STANDARD and the default contrast setting is AUTO.
You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

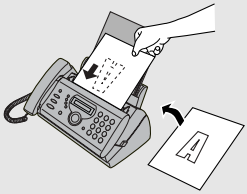
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 **Load the document(s).**

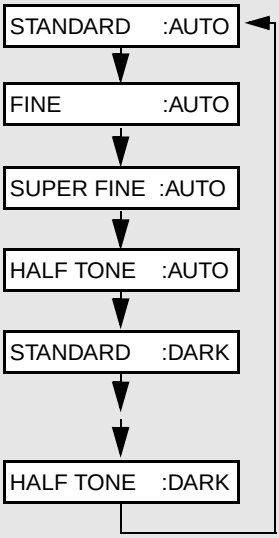
- The document must be loaded before the resolution and contrast can be adjusted.



2 **Press RESOLUTION one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

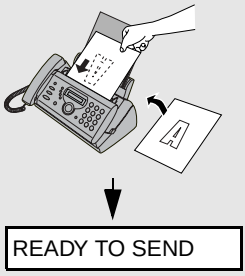
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press) and dial by pressing the number keys.

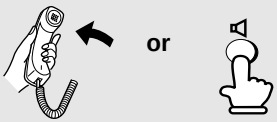
- If a person answers, you can talk with them through the handset before sending the fax. (If you pressed , you must pick up the handset to talk.)
- Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 **Load the document(s).**

- If desired, press RESOLUTION to set the resolution and/or contrast.



2 **Pick up the handset or press . Listen for the dial tone.**



3 **Dial the number of the receiving machine by pressing the number keys.**

4 **Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.**

- If the other party answers, ask them to press their Start key (if you pressed , pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 **When you hear the fax tone, press**

. Replace the handset.

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 82).

Note:
If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 94. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Sending a Fax by Automatic Dialling

You can store up to 40 fax or phone numbers in the machine for automatic dialling.

♦ Auto-dial numbers are dialled by pressing ▶ until the desired number appears in the display, and then START/MEMORY.

Storing fax and phone numbers for automatic dialling

1 **Press FUNCTION once and ▶ once.**

Display:
<NEW NUMBER> ▶

2 **Press ▶ once.**

ENTER FAX #

3 **Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)**

- To clear a mistake, press ◁.
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause appears as a hyphen. Several pauses can be entered in a row.

4 **Press START/MEMORY**

5 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)**

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

- To enter two letters in succession that require the same key, press ► after entering the first letter.
- To clear a mistake, press C.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press # or * repeatedly:
  . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 **Press** START/MEMORY

Display:

<NEW NUMBER> ▲▼

7 **Return to Step 2 to store another number, or press** STOP **to return to the date and time display.**

- To confirm that an auto-dial number has been stored correctly, print out the Telephone Number List as explained on page 81.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 **Press FUNCTION once and ► once.**

Display:

<NEW NUMBER> ▲▼

2 **Press ▲ or ▼ until the number you wish to edit or clear appears in the display.**

3 **Press ► once.**

1=EDIT, 2=CLEAR

4 **Select EDIT or CLEAR:**

EDIT: 1 CLEAR: 2

- If you selected CLEAR, go to Step 8.

5 **If you selected EDIT, make the desired changes to the number.**

- Press ◄ or ► to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

6 **Press START/MEMORY**

7 **Make the desired changes to the name.**

- Press ◄ or ► to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 53). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 **Press START/MEMORY .**

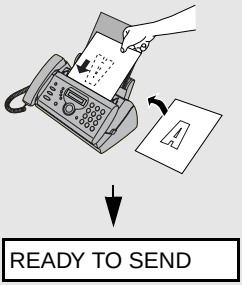
9 **Return to Step 2 to edit or clear another number, or press STOP to return to the date and time display.**

Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION to set the resolution and/or contrast.



2 **Press ► (or ◄) until the name of the other party appears in the display (if no name was stored, the number will appear).**

3 **If you are sending a fax, press START/MEMORY . Dialling and transmission begins.**

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 82).

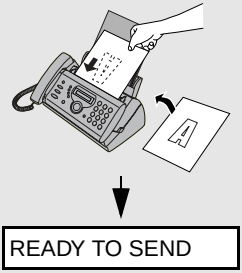
If you are making a phone call, lift the handset. Dialing begins.

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the START/MEMORY key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 **Load the document(s).**

- If desired, press RESOLUTION to set the resolution and/or contrast.



2 **Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause will appear as a hyphen. Several pauses can be entered in a row.

3 **Check the display. If the number of the receiving machine shown is correct, press START/MEMORY.**

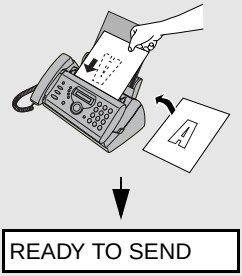
- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialled. This procedure can be used to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION to set the resolution and/or contrast.



2 **Press ◄ once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.**

3 **If you are sending a fax, press START/MEMORY. Dialling and transmission begins.**

If you are making a phone call, lift the handset. Dialling begins.

Note:
If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 94. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make two redial attempts at an interval of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- To stop automatic redialling, press STOP.
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before three redialling attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.

1	**Press FUNCTION once and ▲ once.**	OPTION SETTING ▲▼▶
2	**Press ► once and ▲ 4 times.**	ECM MODE ▲▼▶
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to select YES, or 2 to select NO.**	The display briefly shows your selection, then: RECEIVE RATIO ▲▼▶
5	**Press STOP to return to the date and time display.**	

Sending a Fax From Memory

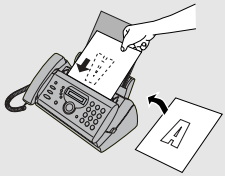
You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different locations in just one operation.

♦ When sending to multiple locations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 **Load the document(s).**



- If desired, press RESOLUTION to set the resolution and/or contrast.

2 **Press START/MEMORY**

3 **Press ▶ (or ◀) until the name of the number appears in the display (if no name was stored, the number will appear).**

4 **Press ▼ to select the number.**

5 **Repeat Steps 3 and 4 for each of the other locations to which you wish to send the fax (maximum of 20).**

- To check your selected locations, press ▲ to scroll through them. To delete a location, scroll to the location and then press STOP.

6 **When you are ready to begin transmission, press START/MEMORY .**

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Memory transmission

You can also send a fax through memory when sending to a single location. This is convenient when sending to locations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press START/MEMORY , and then dial using one of the following methods:

- ♦ Press the number keys to enter the fax number and then press START/MEMORY .
- ♦ Press ► repeatedly to select an auto-dial number and press START/MEMORY .
- ♦ Press ◄ once to select the last number dialled and press START/MEMORY .

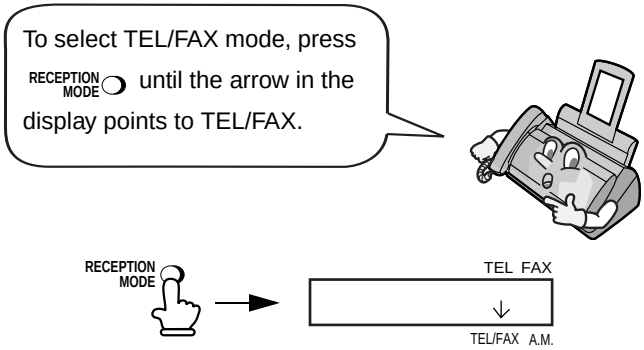
If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

- ♦ Press START/MEMORY if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press STOP if you want to cancel the entire transmission.

4. Receiving Faxes

Using TEL/FAX Mode


To select TEL/FAX mode, press
RECEPTION MODE until the arrow in the display points to TEL/FAX.
RECEPTION MODE
TEL FAX
TEL/FAX A.M.

When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 **Press FUNCTION once and ↑ once.**

Display:

OPTION SETTING ▲▼▶

2 **Press ► once and ▼ 4 times.**

PSEUDO RING ▲▼

3 **Press ► once.**

1=15 SECONDS

(Selections appear alternately)

4 **Enter a number as follows for the desired duration:**

1. 15 SECONDS
2. 30 SECONDS
3. 60 SECONDS
4. 120 SECONDS

The display briefly shows your selection, then:

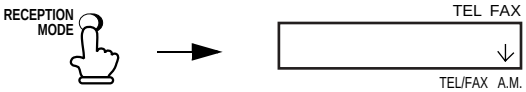
DISTINCTIVE ▲▼

Note for New Zealand: Telecom regulations do not permit the 60-second and 120-second settings to be used.

5 **Press STOP to return to the date and time display.**

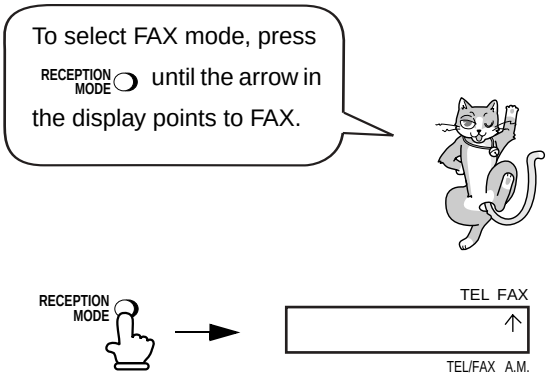
Using A.M. Mode

To select A.M. mode, press RECEPTION MODE until the arrow in the display points to A.M.



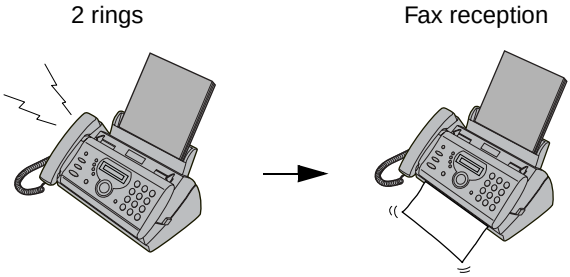
In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

Using FAX Mode



When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

- If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 64.



Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 4 can be selected.

1 **Press FUNCTION once and ◭ once.**

Display:

OPTION SETTING ▲▼▶

2 **Press ► once.**

NUMBER OF RING▲▼►

3 **Press ► once.**

ENTER # (2-4) 2

4 **Enter the desired number of rings (any number from 2 to 4).**

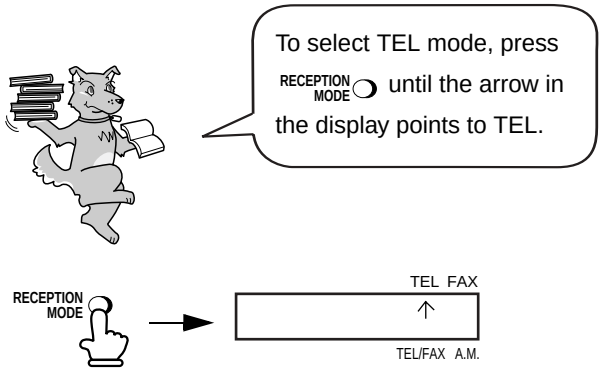
Example: 3 rings (3)

The display briefly shows your selection, then:

FAX REMOTE # ▲▼►

5 **Press STOP to return to the date and time display.**

Using TEL Mode



When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 **When the fax machine rings, pick up the handset.**

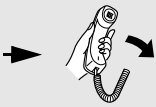
2 **If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.**

RECEIVING

Note: If you have set the Fax Signal Receive setting (page 67) to NO, press START/MEMORY to begin reception.

3 **If the other party first speaks with you and then wants to send a fax, press START/MEMORY after speaking. (Press before the sender presses their Start key.)**

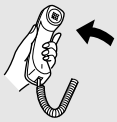
START/MEMORY → RECEIVING



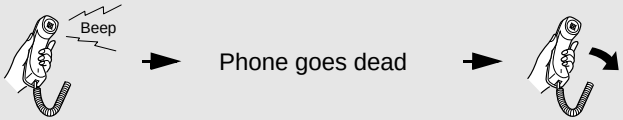
- When RECEIVING appears in the display, hang up.

Answering on an extension phone

1 **Answer the extension phone when it rings.**



2 **If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.**



3 **If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press 5 once and ✱ twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.**

- The above step is necessary if you have set the Fax Signal Receive setting (see below) to NO.
- Your fax will not accept the signal to begin reception (5✱✱) if a document is loaded in its feeder.
- In New Zealand, not all standard telephones will respond to incoming ringing when connected to the extension socket of the equipment.

Putting a call on hold

To put the other party on hold during a phone conversation, press ▸PLAY/HOLD❍ . When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press ▸PLAY/HOLD❍ again to resume conversation.

Optional Reception Settings

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼

2 **Press ► once and ▼ 6 times.**

FAX SIGNAL RX ▲▼

3 **Press ► once.**

1=YES, 2=NO

4 **Press 1 to turn on the function, or 2 to turn it off.**

The display briefly shows your selection,

CALLER-ID ▲▼

5 **Press STOP to return to the date and time display.**

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 **Press** FUNCTION **once and** ◀ **once.**

Display:

OPTION SETTING ▲▼▶

2 **Press** ▶ **once and** ▼ **once.**

FAX REMOTE # ▲▼▶

3 **Press** ▶ **once.**

ENTER (0-9) (5)

4 **Enter the desired number (any number from 0 to 9).**

Example: 3 3

The display briefly shows your selection, then:

TRANSACTION ▲▼▶

5 **Press** STOP **to return to the date and time display.**

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ 3 times.**	RECEIVE RATIO ▲▼
3	**Press ► once.**	1=AUTO, 2=100%
4	**Press 1 to select 2AUTO, or 2 to select 100%.**	The display briefly shows your selection, then: PRINT CONTRAST ▲▼
5	**Press STOP to return to the date and time display.**	

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. When you add paper (and press START/MEMORY), replace the imaging film, or clear the jam, the stored documents will automatically print out.

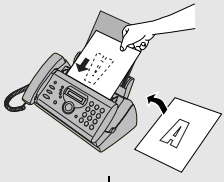
Note: Your fax will retain any received faxes in memory until printed, even if the power to the machine is lost or switched off.

5. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 **Load the document(s) face down. (Maximum of 10 pages.)**

- If desired, press RESOLUTION to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)



READY TO SEND

2 **If desired, select an enlarge/reduce setting, and/or select the number of copies per original:**

- ENLARGE/REDUCE: Press ▲ or ▼ until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO. (The default setting is 100%.)

  Example: Press ▲ twice → RATIO: 125%

- Number of copies per original: Press the number keys to enter a number from 1 to 99. (The default setting is 1.)

  Example: Press 5 for five copies → 5

3 **When you are ready to begin copying, press COPY/POLL.**

If MEMORY IS FULL appears...
If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 **Press FUNCTION once and ▲ once.**

Display:
OPTION SETTING ▲▼

2 **Press ► once and ▲ once.**

COPY CUT-OFF ▲▼

3 **Press ► once.**

1=YES, 2=NO

4 **Press 1 to set copy cut-off to YES (the remaining part of the document will not be printed), or 2 to set copy cut-off to NO (the remaining part will be printed on a second page).**

The display briefly shows your selection, then:
NUMBER OF RING ▲▼

5 **Press STOP to return to the date and time display.**

6. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- To use this function, you must subscribe to a caller identification service from your telephone company.
- Your fax may not be compatible with some caller identification services.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼

2 **Press ► once and ▲ 5 times.**

CALLER-ID ▲▼

3 **Press ► once.**

1=YES, 2=NO

4 **Press 1 (YES) to turn on Caller ID.**

(To turn off Caller ID, press 2 .)

COUNTRY SELECT

5 **Press 1 if you are in Australia, or 2 if you are in New Zealand.**

The display briefly shows your selection, then:

ECM MODE ▲▼

5 **Press STOP to return to the date and time display.**

How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example

Caller's name Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
UNAVAILABLE (OUT OF AREA in New Zealand)	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE (ANONYMOUS in New Zealand)	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

Note: For all units installed in New Zealand, the direct use of the displayed number for call back does not operate properly and must not be used. It is necessary to manually enter the verified correct number for the party called. This will often require the addition or deletion of leading digits from the number shown on the display when dialling manually.

- After you have received 30 calls, each new call will delete the oldest call.
- All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

1 **Press ◄ twice.**

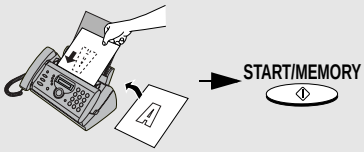
<REVIEW CALLS> ▲▼

2 **Press ▲ or ▼ to scroll through the list.**

3 **If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.**

- **Fax:** If you want to send a fax, load the document and then press START/MEMORY. Dialling and transmission begin.

Fax:



- **Voice call:** If you want to make a voice call, pick up the handset (or press). Dialling begins automatically. (If you pressed , pick up the handset when the other party answers.)

Voice call:

4 **Press STOP when you have finished viewing the list.**

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press (#) DELETE while the call appears in the display. If you want to delete all calls from the list, hold (#) DELETE down for at least 3 seconds while you are viewing any number in the list.

Priority Call

With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 **Press FUNCTION once and ▼ 3 times.** Display: ENTRY MODE ▲▼

2 **Press ► once and ▲ once.** PRIORITY # ▲▼

3 **Press ► once.** 1=SET, 2=CLEAR

4 **Press 1 to store a number.**
(To clear a previously stored number, press 2 and go to Step 6.)

5 **Enter the number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY to store (or clear) the number.** OWN NUMBER SET ▲▼

7 **Press STOP to return to the date and time display.**

Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax comes in from the number you have specified as a "Junk Number", your fax will terminate the call as soon as it receives the calling phone number from the caller ID service. The caller will hear a 3-second high-pitch tone to signal the call's termination. In Australia the call will not break off until the caller has hung up..

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 79). Only one number can be blocked.

Distinctive Ring (Requires Subscription to Service)

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, your fax machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with the Number of Rings setting (see page 63). When your voice number is dialled, the fax machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The initial setting for distinctive ring is NO. If set to YES, both Australian (Fax Duet) and New Zealand (FaxAbility) distinctive ring are supported.

Important:

- The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.
- If you turn on distinctive ring, the fax will not operate in TEL/FAX reception mode.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▼ 5 times.**	DISTINCTIVE ▲▼
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the function, or 2 to turn it off.**	The display briefly shows your selection, then: FAX SIGNAL RX ▲▼

5 **Press STOP to return to the date and time display.**

6 **Set the reception mode to FAX.**

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

1 **Press FUNCTION once and ▼ 3 times.** Display: ENTRY MODE

2 **Press ► once and ▲ twice.** Display: ANTI JUNK #

3 **Press ► once.** Display: 1=SET, 2=CLEAR

4 **Press 1 to store an Anti Junk number, or 2 to clear a previously stored number (if you are clearing a number, go to Step 6).**

5 **Enter the fax number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY**

7 **press STOP to return to the date and time display.**

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

1 **Dial the fax machine you want to poll using one of the following methods:**

- Enter the full number using the numeric keys.
- Pick up the handset (or press) and dial the full number. Wait for the fax answerback tone.
- If the number has been stored for automatic dialling, press or until the name (or number) of the other party appears in the display.

2 **Press COPY/POLL .**

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

7. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1	**Press** FUNCTION **once and** ▼ **twice.**	Display: LISTING MODE ▲▼
2	**Press** ► **once.**	TEL # LIST ▲▼
3	**Press** ▲ **or** ▼ **until the desired list appears in the display.**	
4	**Press** ► **once.**	PRESS START KEY
5	**Press** START/MEMORY **to print the list.**	

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each messages was recorded, the length, and the type.

Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
NOTE	(One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.) **OK** - Transmission/reception was successful. **P.FAIL** - A power failure prevented the transaction. **JAM** - The printing paper or document jammed, preventing the transaction. **BUSY** - The fax was not sent because the line was busy. **COM.E-X** - (Where “X” is a number.) A telephone line error prevented the transaction. See *Line error* on page 87. **CANCEL** - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 **Press** FUNCTION **once and** ▲ **once.**

Display:
OPTION SETTING ▲▼

2 **Press** ► **once and** ▼ **twice.**

TRANSACTION ▲▼

3 **Press** ► **once.**

1:ALWAYS PRINT
(Selections appear alternately)

4 **Press a number from** 1 **to** 5 **to select the condition for printing.**

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERROR/MEMORY	A report will be printed after an error or a memory operation.
3	SEND ONLY	A report will be printed after each transmission.
4	ERROR ONLY	A report will be printed only when an error occurs.
5	NEVER PRINT	A report will never be printed.

The display briefly shows your selection, then: DIAL MODE ▲▼

5 **Press** STOP **to return to the date and time display.**

Help List

This list provides a brief guide to the operation of the machine. Press HELP to print the list.

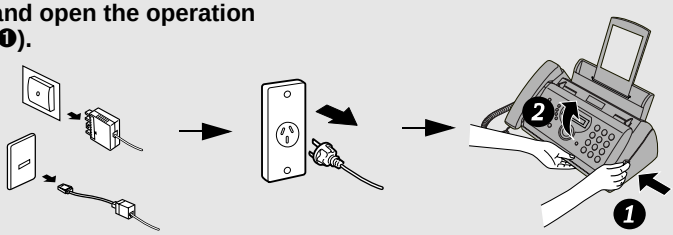
8. Maintenance

Print head

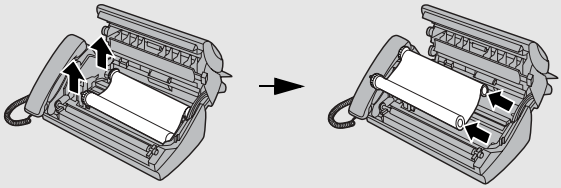
Clean the print head frequently to ensure optimum printing performance.

Note: Remove the paper from the paper tray before cleaning the print head.

1 **Unplug the telephone line and then the power cord, and open the operation panel (press ❶).**



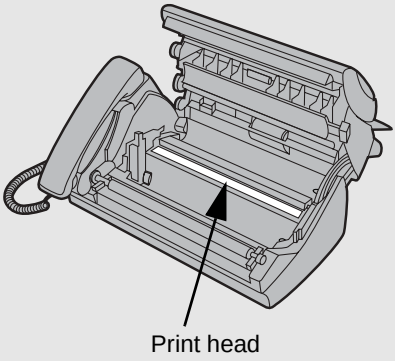
2 **Take the imaging film out of the print compartment and place it on a sheet of paper.**



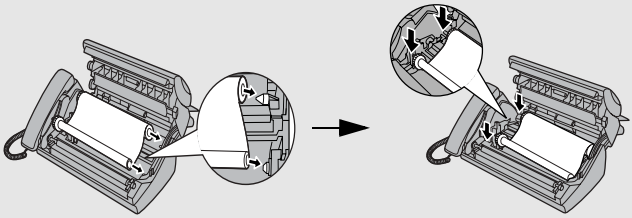
3 **Wipe the print head with isopropyl alcohol or denatured alcohol.**

Caution!

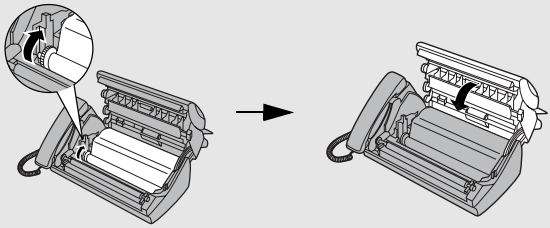
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



4 **Place the imaging film back in the print compartment.**



5 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**

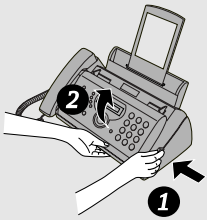


Scanning glass and rollers

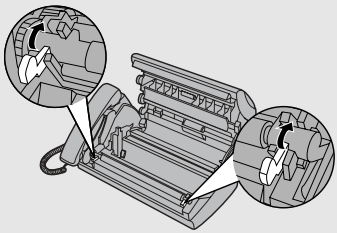
Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

Note: Remove the paper from the paper tray before cleaning the scanning glass and rollers.

1 **Open the operation panel (press ❶).**

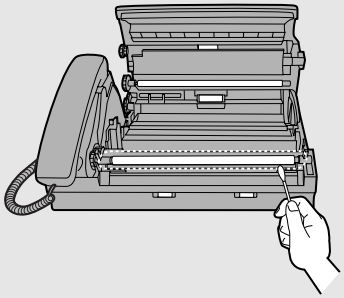


2 **Flip up the green levers on each side of the white roller.**



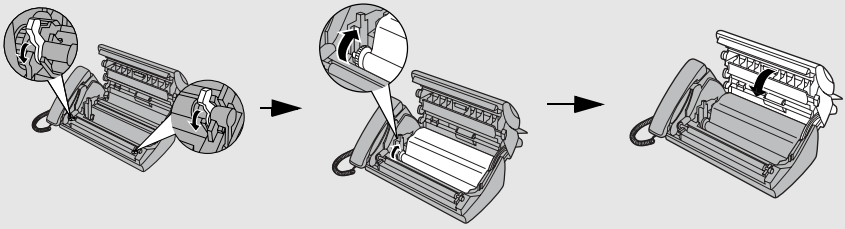
3 **Wipe the scanning glass (under the white roller) and rollers with a cotton swab.**

- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean
If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!
Do not use benzene or thinner. These solvents may damage or discolor the machine.

9. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the key.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* on page 11.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Dial mode* on page 12.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
General print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See *Print head* on page 84. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 85.
Dark vertical lines appear on copies and faxes.	• Try changing the print contrast setting to LIGHT (see page 18).

Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 18).

General problems

Problem	Solution
A loud howling sound occurs when the speaker is used.	• Feedback (a loud howling sound) may occur if you replace the handset while the speaker is on. To avoid feedback, turn off the speaker (press) before you replace the handset.
Auto-dial numbers cannot be stored in the fax.	• Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See *Loading the Imaging Film* on page 15.
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 46).
Bell tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur, contact your authorised Sharp Service Centre for information.

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see page 74 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the **START/MEMORY** key.
A.M. TRANSFER	The answering machine's transfer function has been turned on (see page 34).
CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)	These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, *Clearing Paper Jams*.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 46).
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.

INCORRECT FILM/ CHECK FILM	The wrong type of imaging film is loaded in the machine. Printing is not possible. The machine can only print when SHARP FO-9CR imaging film is loaded.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* on page 87.
MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. You may have too many messages recorded in the answering machine. To erase messages, see page 31. This message may also occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitute Reception to Memory* on page 70). If you are attempting to transmit from memory, see *If the memory becomes full* on page 60. If you are copying, see *If MEMORY IS FULL appears* on page 71.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
MESSAGES RCVD:XX	This indicates that you have received messages in the answering machine. “XX” is the number of messages.
NEAR END OF FILM/ REPLACE FILM	This message appears 3 m from the end of the imaging film (approximately 10 pages can still be printed), and alerts you that you will soon need to replace the film.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.

ON HOOK DIAL	The key has been pressed and the fax machine is waiting for you to dial.
OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 18).
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 57.)
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

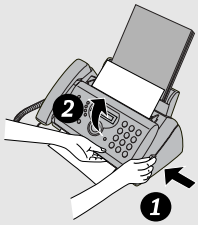
Clearing Paper Jams

Clearing a jammed document

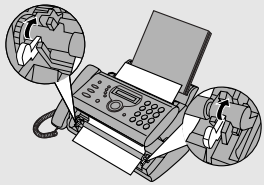
If the original document doesn’t feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing START/MEMORY. If the document doesn't feed out, remove it as explained below.

Important:
Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

1 **Press ❶ and slowly open the operation panel until it is half open.**

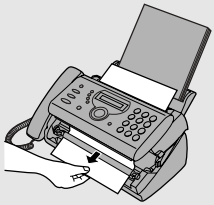


2 **Flip up the green levers on each side of the white roller.**

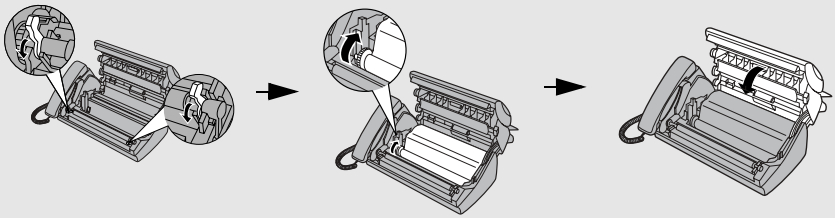


3 **Gently remove the document.**

- Be careful not to tear the document.

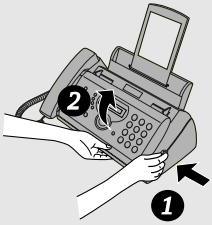


4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**

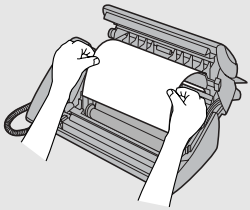


Clearing jammed printing paper

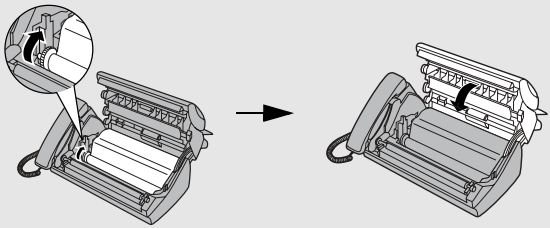
1 **Open the operation panel (press ❶).**



2 **Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.**



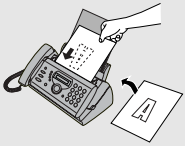
3 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1.Lift the handset or press .

2.Dial the fax number.

3.Wait for the reception tone (if a person answers, ask them to press their Start key).

4.Press START/MEMORY .

Automatic Dialling

1.Press or until the desired destination appears in the display.

2.Press START/MEMORY .

Direct Keypad Dialling

1.Dial the fax number.

2.Press START/MEMORY .

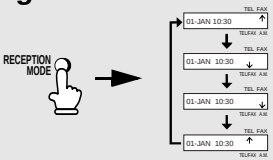
Recording an Outgoing Message

1.Press REC/MEMO , , and .

2.Lift the handset, press START/MEMORY , and speak into the handset.

3.When finished, press STOP .

Receiving Faxes



FAX mode: The fax machine automatically answers and receives faxes.

TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START/MEMORY .

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

1.Press FUNCTION once and twice.

2.Enter the full fax/phone number.

3.Press START/MEMORY .

4.Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press after entering the first letter.)

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5.Press START/MEMORY and then STOP .

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REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide SHARP®

1. Call your fax from a touch-tone telephone, and press [#] when the outgoing message begins.
2. Enter your remote code: [ ][ ][ ] .
3. Press [#] .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat..... 2 #
  - Skip forward..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message ..... 3 #
  - Erase all messages ..... 3 3 #
- **RECORDING A MEMO**
  - Start..... * #
  - End ..... 0 #
- **RECORDING A NEW OGM**
  - Start..... 4 *
- **FAX RECEPTION MODES**
  - A.M. mode..... 8 1 #
  - FAX mode..... 8 2 #
  - TEL mode..... 8 3 #
  - TEL/FAX mode ..... 8 4 #
- **TRANSFER FUNCTION**
  - Turn on ..... 9 1 #
  - Turn off ..... 9 2 #
  - New transfer number ..... 9 0 #
    → **(Tel. No.)** #
  - Record transfer OGM ..... 9 3 #
  - To quickly disconnect..... * *
- **OGM ONLY MODE**
  - Turn on ..... 1 1 #
  - Turn off ..... 1 2 #

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